

# **Virginia Regulatory Town Hall Agency User Manual**



**[www.townhall.virginia.gov/logon.cfm](http://www.townhall.virginia.gov/logon.cfm)**

# Table of Contents

(Each section covers the topics in the order listed.)

---

## Part I: Rulemaking

- Basic questions and answers about rulemaking
- Legal basis for rulemaking
- Types of regulatory actions
- Flow charts of regulatory processes
- Public participation in rulemaking
- Executive branch review of regulatory actions
- How to write a regulation

## Part II: Virginia Regulatory Town Hall

### Essential information

- Basic information
- Why and how to sign up Town Hall public registered users

### Basic functions

- Meeting notices and minutes
- Guidance documents
- General notices
- Legislative mandates
- Editing/updating and replacing document files

### Regulatory actions

- Before you submit a regulatory action
  - What type of regulatory action do I file?
  - Other important considerations
- How to submit a regulatory action
  - Important caveat
  - How to submit a regulatory action involving amendments to an existing regulation(s)
  - How to submit a regulatory action involving the promulgation of a brand new regulation
- After you have started a regulation
  - How do I add a stage to an existing regulatory action?
  - Executive branch review
  - What if changes with substantial impact have been made between the proposed and final stages?

# Table of Contents continued

---

## **Advanced functions**

- For regulatory coordinators: How to manage the Town Hall user accounts of your agency staff
- Public comment forums
- Petitions for rulemaking
- Agency mailing list
- Periodic review of regulations every four years
- Peer reviews

## **Special operations**

- The implications of withdrawing a stage and how to do it
- The implications of withdrawing an entire regulatory action and how to do it
- How to indicate that a regulatory action has been suspended
- How to indicate that a regulation has been repealed

---

# Rulemaking

---

---

# Essential information

---

---

# Basic functions

---

---

# Regulatory actions

---

---

# Advanced functions

---



---

# Special operations

---